SIS2000+ Training Manual

Mark Reporting

Mark Reporting Exercises

For use with the Mark Reporting Set-Up Applications:
>Timeline
>Definitions

Purpose

To set-up for Mark Reporting, you need to decide when you will collect Marks for a course and what types of Marks you will collect. You will have to ask yourself some questions that will lay the groundwork for how you will proceed through the Mark Reporting Set-Up Process.   A general understanding of the Timeline concept, as well as the concept of Mark Definitions (and what is included within each Mark Definition) will also become necessary as you go through the process.

Through these exercises, you will answer some of the 'groundwork' questions related to Mark Reporting. Then, you will work out the details of your Mark Reporting Timeline and Mark Definitions on paper before you begin setting-up SIS2000+ to meet your Mark Reporting needs.

Training Objectives

Ensure an understanding of the Mark Reporting Set-Up Process
>'Groundwork' Questions
>Mark Reporting Timeline
>Mark Definitions
>>Categories
>>Items

Mark Reporting 'Groundwork' Questions

YOUR TRACK

1.   How many terms are defined for your track? (i.e., 2 terms.)

2.   What terms are used for your scheduling purposes? (i.e., Terms called 'Semester 1', 'Semester 2', and 'Both Semesters'.)

YOUR TIMELINE & MARK DEFINITIONS

3. When, in relation to your terms, will you be collecting Marks? *These points in time will eventually relate to your Timeline Points. The way you group these points together to be used for collecting Marks for a course will relate to your Mark Definitions.* (i.e., you will collect Marks twice during your 'Semester 1' term and call those points 'Quarter 1' and 'Quarter 2' and once as a final term grade called 'Semester 1 Final'. 'Semester 1' will be your group name, 'Quarter 1', 'Quarter 2', and 'Semester 1 Final' will be your points in time.)

Group Names: Points in Time:

example: Semester 1   *Quarter 1, Quarter 2, Semester 1 Final*

MARKS COLLECTED (Categories & Items)

4.   For each of the courses that you will collect Marks for, exactly what types of Marks will you be collecting, and when? *Think about how Marks appeared on the Report Card from your old student information system. Write down when you collected Marks, and what type of Marks they were.* (i.e., You want to collect 'Academic' and 'Citizenship' Marks for 'Quarter 1' & 'Quarter 2', but for the 'Semester 1 Final' you want to collect 'Academic', 'Citizenship', and 'Final Exam' Marks.)

| Group:	Points in Time:	Types of Marks You Will Collect:
ex: Semester 1	*Quarter 1*	*Academic, Citizenship*
	Quarter 2	*Academic, Citizenship*
	Semester 1 Final	*Academic, Citizenship, Final Exam*

5.   Think about the actual Marks received as well. What did they look like? Were they letters? Were they numbers? What were they called? Write down the names you gave to each type of Marks you used, and what the Marks were that your students actually received.   (i.e., 'Academic: A, B, C, D, F'; 'Citizenship: 1, 2, 3, 4, 5')

Type of Marks You Will Collect:	Actual Marks Received:	What You Called Those Marks:
examples: Academic	*A+, A, A-, B+, B, B-...*	*'A through F Marks'*
Citizenship	*1, 2, 3, 4, 5*	*'Citizenship Scale'*

Now, refer to the Mark Reporting Set-Up Process documentation and return when it's time to create your own timeline.
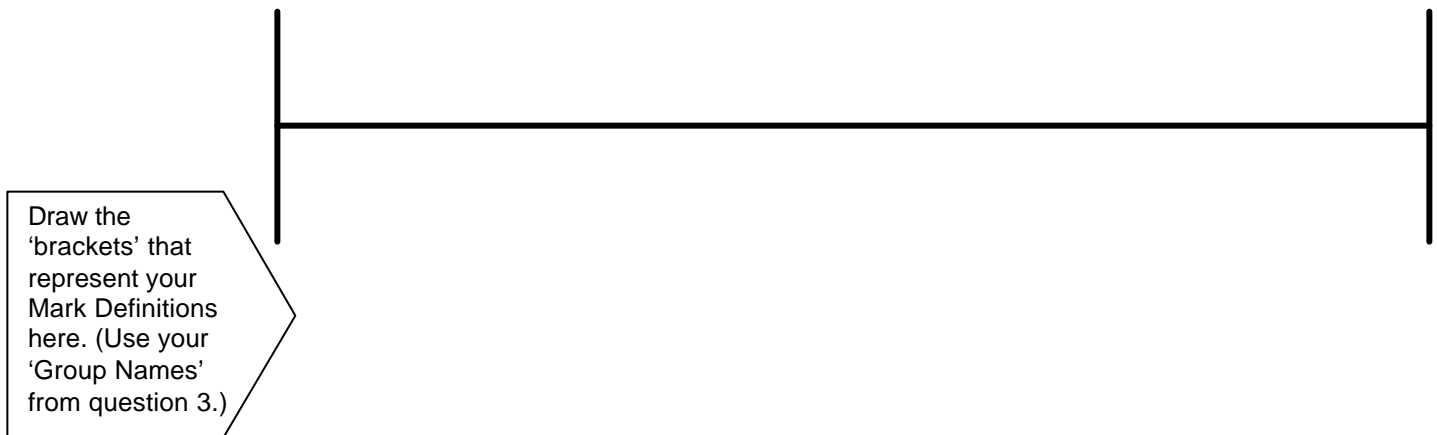
Creating Your Own Timeline

First, create a timeline that represents your Track by drawing in your scheduling terms. Do this to visualize how your Mark Reporting Terms will fit in to your Track and relate to your Track Terms. Refer to your answers to questions 1 & 2 above.
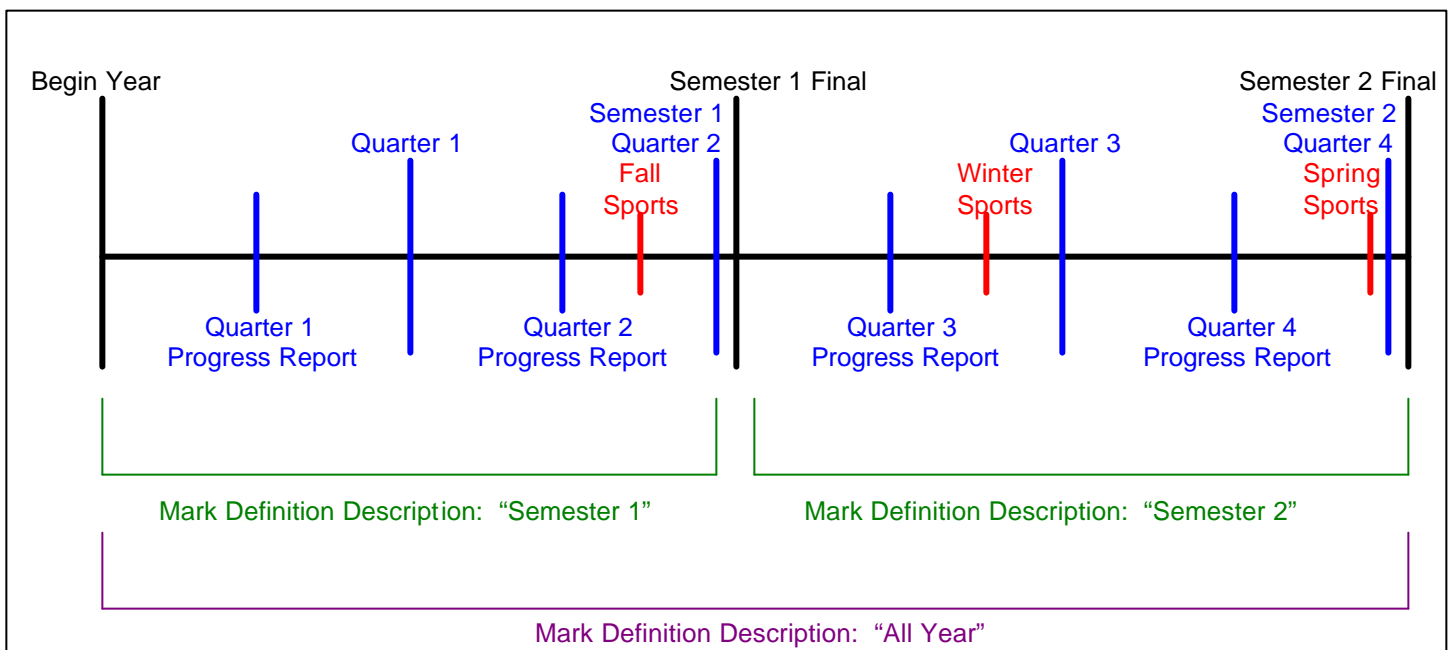
Begin Year   Semester 1 End   Semester 2 End
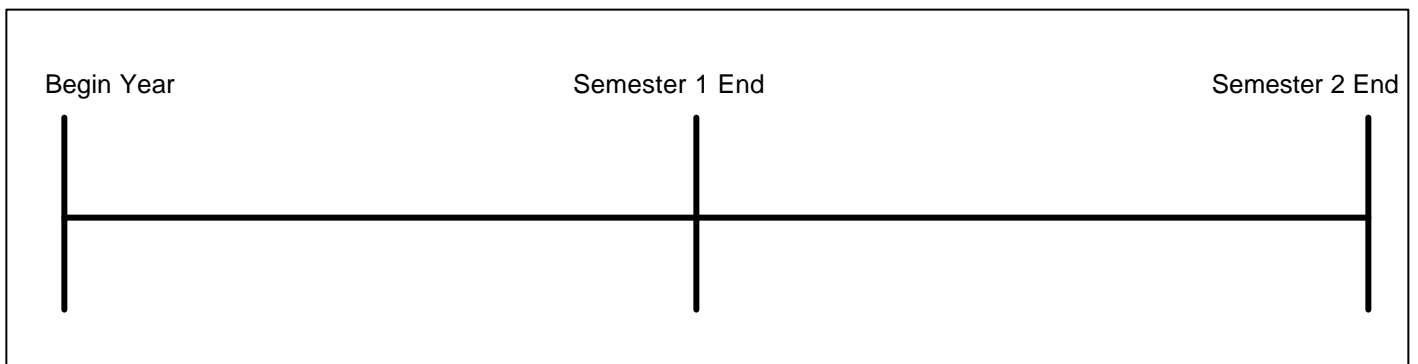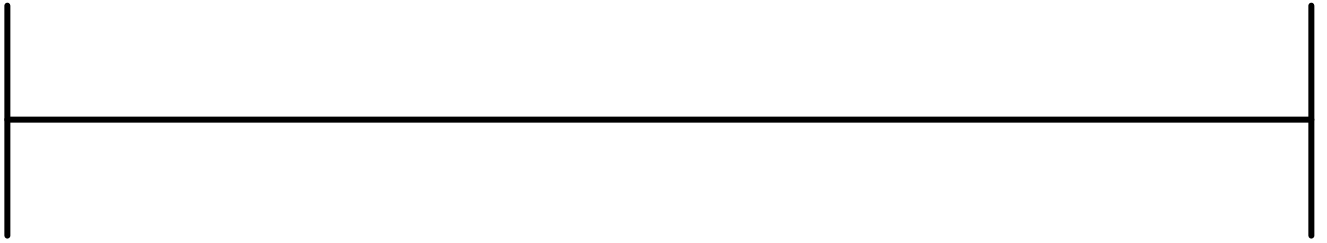
Example of a Timeline with scheduling terms drawn in.

Now copy your Track Timeline again. Then, fill in the other points in the Timeline that represent when you want to collect Marks for your courses. Remember that some of your Timeline Points can follow (be the same as) your Track Term begin and end markers, but they do not have to be. Refer to your 'Points in Time' list from question 3 above as a guide for drawing in your Timeline Points. **After you draw your Timeline Points return to the Set-Up Process Documentation. You will later return here to draw in your Mark Definitions. Do not do so yet, return to do that when instructed.**
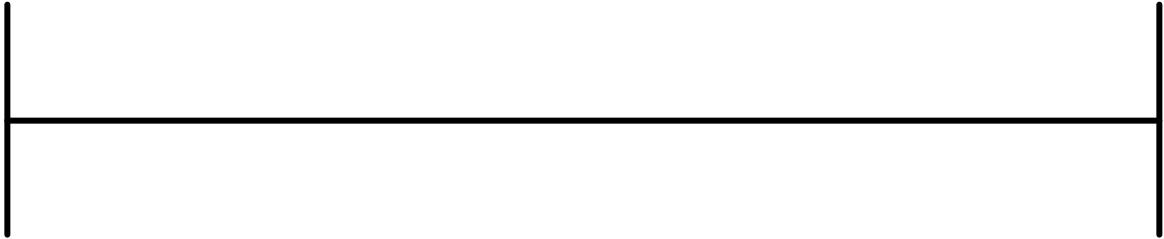
Draw the 'brackets' that represent your Mark Definitions here. (Use your 'Group Names' from question 3.)

After you draw your Mark Definitions, return to the Set-Up Process documentation.

Begin Year

Semester 1 Final

Semester 2 Final

Quarter 1

Semester 1
Quarter 2
Fall
Sports

Quarter 3

Winter
Sports

Semester 2
Quarter 4
Spring
Sports

Quarter 1
Progress Report

Quarter 2
Progress Report

Quarter 3
Progress Report

Quarter 4
Progress Report

Mark Definition Description: "Semester 1"

Mark Definition Description: "Semester 2"

Mark Definition Description: "All Year"

Example of a Timeline with Timeline Points filled in (with Mark Definitions drawn as well).
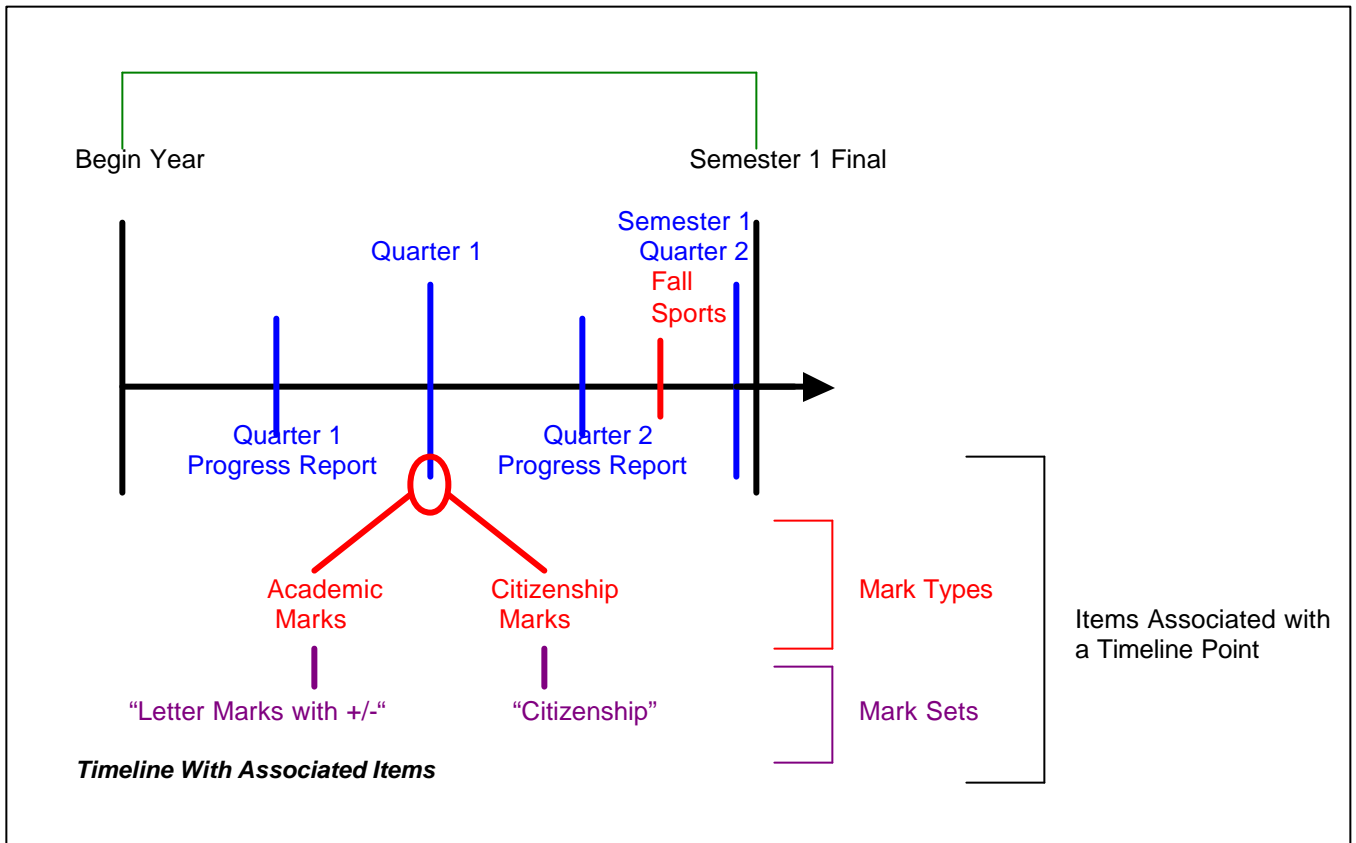
When instructed to do so, copy your Timeline here again, making sure that all of the Points you wanted to include are here. Now for each of the Points, map out what types of Marks you will be collecting. These will become your Mark Types.

Then, from each Mark Type, diagram the names of the actual Marks students will receive. These will become your Mark Sets. *(Refer to the example on the next page to see how your mapped Timeline could look.)*

Map the Mark Types for each Timeline Point here. (Use the 'Types of Marks You Will Collect' from question 4.)

Map the Mark Sets for each Mark Type here. (Use the 'What You Called Those Marks' from question 5.)

Begin Year

Semester 1 Final

Quarter 1

Semester 1
Quarter 2

Fall
Sports

Quarter 1
Progress Report

Quarter 2
Progress Report

Academic
Marks

Citizenship
Marks

Mark Types

Items Associated with
a Timeline Point

"Letter Marks with +/-"

"Citizenship"

Mark Sets

Timeline With Associated Items

Example of a Timeline with Mark Types and Mark Sets Mapped for one Timeline Point.